



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

CPM 25-54

Expires: 9 January 2008

AMCIO-R

9 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum - U.S. Army Records Freeze

1. Reference memorandum, HQDA, AHRC-PDD-RR, 13 Sep 2004, Status of Current U.S. Army Records Freeze.
2. Currently, there is a HQDA moratorium on the destruction of any official records. This means that records cannot be destroyed under their normal disposition instructions. Only an AMC records administrator and/or records manager can authorize the destruction of records which meet specific criteria.
3. It is the responsibility of each AMC employee to manage the records they create, on behalf of the Army, that are used for office/unit-level business operations. Should an AMC employee have a need to have records destroyed, they must contact their Records Administrator or the HQAMC Records Manager.
4. Point of contact is AMCIO-R, (703) 806-8572/DSN 656-8572, yolanda.mckenzie@us.army.mil.

FOR THE COMMANDER:

Encl

//Signed//
DANNY SHEARER
Acting Chief Information Officer/G-6

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